



***Embassy of the United States of America – Zagreb
Thomasa Jeffersona 2
Zagreb, Croatia***

April 15, 2011

Dear Prospective Quoter:

SUBJECT: Solicitation for Guard Booth Renovation

The Embassy of the United States of America invites you to submit a quotation for Guard Booth Renovation at Chief of Mission's residence (Tuskanac 80).

The Embassy intends to conduct a Site Visit to discuss the requirements of this solicitation on **April 22, 2011**. Vendors interested in attending should contact Ms. Sandra Kovacevic on **01/661-2156** or via e-mail KovacevicS@state.gov by **April 20, 2011 (noon)** to submit their names and contact numbers for site visit.

Submit your quotation via e-mail to the above mentioned e-mail address **by 12:00 (noon) on or before May 09, 2011**. No quotations will be accepted after this time.

Direct any questions regarding this solicitation to Ms. Sandra Kovacevic by e-mail or by telephone 01/661-2156 during regular business hours.

American Embassy Zagreb, Croatia
STATEMENT OF WORK
CMR Guard Booth renovation and Exterior Lighting

The American Embassy in Zagreb is planning to perform some exterior renovations on the Chief of Mission Residence Compound at Tuskanac 80, Zagreb.

1. General information

1.1 The renovations will include the following work:

- a) Temporary relocation of the existing guard booth,
- b) Removal of several trees and shrubs in the perimeter of the new guard booth,
- c) Demolition of the existing concrete surfaces,
- d) Construction of a new guard booth,
- e) Installation of the new light posts along the driveway.

1.2 Price of the contract

The bidders will offer a fixed price for all works and materials described below. The measurements provided in this scope of work are approximate. The potential bidders are required to make their own measurements at the site visit. The Embassy will allow the contractor to make detailed measurements after the contract has been awarded and before the start of the work. Any price change based on the quantities differing from this statement of work will not be accepted.

1.3 Drawings

Project drawings on paper will be submitted to the interested contractors at the site visit. The winning bidder will get the CAD files in the dwg format upon request.

1.4 Modifications to the contract

In the case that the contractor finds that any additional work is necessary in order to successfully complete the project, and that work is not covered in this Statement of Work, the contractor will submit a request for change to the Contracting Officer. The request for change will include the reason for change, price, and the duration of the additional work. The contractor will not proceed with any additional work until the change is authorized by the Contracting Officer.

1.5 Materials and equipment

- a) The contractor will submit certificates that prove that all materials and equipment used in the project comply with the definitions in this statement of work.

1.6 Debris and waste disposal

The contractor will keep the work site clean and remove all trash and debris from the site on a weekly basis or more often. The site must be kept clean and presentable at all times.

1.7 Damage control

The contractor will take all necessary precautions not to damage anything outside their perimeter of work. Any damages to the landscaping, plants or installations will be restored to the original condition at the contractor's expense.

2. Guard Booth

2.1 Relocation of the existing guard booth

- a) The contractor will carefully disconnect the electrical, telephone and security wiring from the booth.
- b) The contractor will prepare a temporary site for the guard booth by placing four precast concrete pavers approximately 10 meters south of the existing booth location.
- c) Electrical, telephone and security wiring will be spliced at the point where they were disconnected. All wiring will be extended to the temporary guard booth location and connected there. All temporary connections must be waterproof and secure from possible accidental breakage.

2.2 Demolition and excavation

- a) The contractor will cut down the trees in the perimeter of the new guard booth and remove the roots.
- b) The contractor will demolish the existing guard booth foundation and path around it, taking precautions that no underground installation is damaged.
- c) The contractor will perform all necessary excavation for the foundation and drainage according to the submitted drawings.
- d) The contractor will excavate for the light poles and the trench between them according to the supplied drawing.

2.3 Foundation

- a) The contractor will prepare a 10cm bed of compacted crushed stone bed for the foundation slab sized according to the submitted drawing.
- b) Foundation slab will be reinforced with two Q-257 steel rebar meshes and poured over the crushed stone bed. The thickness of the slab will be 30cm.
- c) Bituminous paperboard V4 waterproofing will be applied on the slab after the concrete has cured

2.4 Grading and landscaping

- a) The excess soil from the excavation will be kept and used for leveling the ground around the guard booth. In case that more soil is necessary, it will be supplied by the contractor.
- b) After the construction works are over, the contractor will restore all damages on the grass and other plants and plant new grass on the graded area.

2.5 Walls and ceiling

- a) The walls will be made out of Ytong autoclaved aerated concrete thermo blocks TB 30/20+ joined with Ytong thin joint mortar. The contractor must precisely follow the instructions for working with blocks provided by the manufacturer.
- b) The corners of the booth will be poured from C20/25 (MB20) concrete reinforced with B500B (fy=500 MPa) rebar. Ytong KP 30/20 corner blocks will be used as forms, additionally insulated with 3cm of extruded polystyrene inside the form (Styrodur 2500 C or equivalent).
- c) Ytong UP 30 U-profile elements will be used to form the lintels above all windows and doors. The lintels will be reinforced with Ø12 B500B rebar and poured from MB20 concrete. 30mm of extruded polystyrene will be placed inside the form.
- d) On the top of the walls, a ring beam will be poured from MB20 concrete reinforced with Ø12 B500B rebar.
- e) Ceiling will be 12.5mm drywall suspended from the roof. Reinforcements will be installed to accommodate the weight of the A/C unit.
- f) Exterior Wall Finishing – Walls will be smoothed with Baunit KlebeSpachtel compound or equivalent as specified on pages 26-27 of Ytong “Upote za zidanje” manual. The finishing layer will be silicate plaster matching the residence in texture and color.
- g) Interior Wall Finishing – Walls will be smoothed with Baunit PutzSpachtel compound or equivalent as specified on pages 30-31 of Ytong “Upote za zidanje” manual. Walls will be painted with Dulux QD EggShell paint in white color following the manufacturer’s instructions.

2.6 Floor

- a) The floor of the guard booth will consist of the following layers:
 - 50mm of extruded polystyrene thermal insulation laid on the waterproofing.
 - 50mm of cement based screed reinforced with Ø2x50x50mm galvanized steel mesh
 - 4mm Industrial epoxy floor coating

2.7 Roof

- a) The roof will be warm gable 30 degree slope roof with the secondary roof consisting of the following components:
 - 120x120mm glued laminated timber girder beams anchored to the ring beam
 - 100x160mm glued laminated timber beams
 - Vapor barrier attached to the bottom of the beams
 - 160mm mineral wool insulation between the beams
 - 18mm OSB board
 - Tondach Tuning FOL-S foil
 - 3x5cm vertical lath
 - 3x5cm horizontal lath
 - Tondach Kontinental Plus roof tiles
 - Special edge tiles on sloped edges
 - Ridge tiles (dry mounted to allow ventilation)
- b) 150mm semi-circular gutters will be mounted below the bottom row on both sides of the roof.
- c) There will be one downspout on each side of the roof that will drain the water into the drainage.

2.8 Doors and Windows

- a) The contractor will supply and install high quality PVC windows according to the drawings.
- b) Thermal coefficient of the windows must be 1.3W/m²K or better.
- c) Windows W-1 and W-4 will be horizontal sliding sash windows. Windows W-2, W-3 and W-5 will be tilt and turn windows.
- d) Entrance door as well as the trash door will be made of the profile matching the windows.
- e) Entrance door will have PVC insert at the bottom half and glazing at the top half. High security cylinder lock will be provided with the door.
- f) Trash door will be a double leaf door. Left and right leaves will be symmetrical.

- g) Contractor will install the windows and doors using mechanical anchors. All gaps between the window and door frames and masonry will be filled with polyurethane foam.
- h) Interior and exterior window sills will be made of 20mm granite stone.

2.9 Drainage and sidewalk

- a) The contractor will excavate a 70cm deep trench extending 1 meter on all four sides of the guard booth.
- b) The trench will be filled with gravel and compacted.
- c) 5cm wide curb will be set in concrete alongside the edge of the trench. The top of the curb will be level with the pavers.
- d) 0-4mm sand bed will be laid on the top of the gravel with the thickness of 4cm.
- e) Semmelrock “La Linia” pavers will be installed on top of the sand bed. The color and pattern of the pavers will match the pavers of the driveway.

2.10 Electrical and telecom installation

- a) The electrical installation will be surface mounted aluminum raceway system Legrand DLP or equivalent.
- b) The electrical installation will be connected to the existing feed and will include the new exterior light poles.
- c) Cable between the Guard Booth and light poles will be buried with the minimum depth of 60cm and protected by two-layer PE flexible tubing.
- d) The electrical installation will be clearly labeled and protected by GFI.
- e) Phone, video and other wiring will be distributed using the same system as the electrical.

2.11 Light fixtures

- a) Fluorescent light fixtures:
 - LF-1: iGuzzini LineaLuce 1X21W T16 (Code 7863) – 4 EA
 - LF-2: Dimmable task light – exact model to be determined – 1 EA
- b) Halogene light fixtures:
 - LF-3: iGuzzini Floodlight 300 W QT-DE 12 – 2 EA

2.12 Light posts

- a) There will be five new light poles along the driveway between the guard booth and the house.
- b) Each light post will be mounted on a 40x40x60cm concrete foundation. Cables will be run through the conduit through the middle of the concrete. Light posts foundations will be 10cm higher than the surrounding ground level.
- c) Light fixtures will be iGuzzini Flaminia B with 100W Sodium vapor light bulb mounted on the top of the 3.5 meter tall poles.
- d) Lights will be controlled through the main control panel in the guard booth.

2.13 Lightning Protection

- a) The contractor will make a grounding ring consisting of 3 grounding electrodes around the guard booth connected to each other with 25x4mm FeZn grounding tape. The minimum distance between the electrodes is 5 meters from each other.
- b) Light posts will be connected to each other and to the grounding ring using 25x4mm FeZn grounding tape.
- c) Another 25x4mm FeZn grounding tape will be mounted to the roof ridge and extended down to the grounding ring.

2.14 Heating and Air-conditioning

- a) The contractor will provide and install split pack A/C unit Daikin FHQ35BVV1B/ RXS35G2V1B. The interior unit will be mounted on the ceiling. Exterior unit will be mounted on the wall above the window W-4.
- b) The contractor will provide and install convector panel heater BEHA P-10. The heater will be installed on the east wall below the closet.

2.15 Furniture

- a) The contractor will make furniture for the guard booth as specified in the drawings.

3. Scheduling

3.1 Duration of works

The work described in this statement is scheduled to last for 30 working days.
Working hours are from 08:00-18:00. The contractor will be given a minimum of two weeks' notice before the start of the work.

4. Warranty

4.1 The contractor will issue a warranty for workmanship valid for two years after the acceptance by the Contracting Officer.
The contractor will submit all manufacturers' warranties for the installed equipment to the CO upon completion.